

## **DRS Tasks and Who Does Them?**



Top left – picture shows haulers entering scales at the gatehouse. Top right—picture shows solid waste facility gatehouse exterior.

1

At transfer stations there may be one or several individuals responsible for DRS tasks. Because of this, we have identified the major tasks for disposal reporting and the types of personnel who may be responsible for them.

Of course, every facility is different and local government requirements vary. So personnel DRS duties may be different than presented in this training module.

## DRS Tasks and Who Does Them?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	

This chart depicts one DRS task and who does it by making an "X" in the boxes of each entity that is responsible for the task.

2

A critical task of the DRS is determining where the waste is from.

Waste origin surveys are a process for identifying and recording where the waste comes from.

Transfer station facilities are required to record the city or county where the waste is from during the survey period.

The survey data is used to determine the amount of waste to allocate to each city and county for the entire quarter.

The DRS depends on the information that comes out of this survey, so its accuracy is crucial to the accuracy of the whole system.

## DRS Tasks and Who Does Them?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	
2. Train employees	X	X		

This chart lists two DRS tasks and who does them by making an "X" in the box of each entity that is responsible for each task.

3

Well-trained employees need to know not only what their jobs require them to do, but also why. This will enable employees and managers to work more efficiently and to be more effective in their DRS tasks.

The manager is responsible for making sure all applicable employees are trained in correctly performing the DRS duties they are assigned. This web-based guide may be used to aid in meeting the required training responsibilities.

All employees involved in the DRS need to understand that determining where the waste is from is important.

## DRS Tasks and Who Does Them?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	
2. Train employees	X	X		
3. Weigh loads	X		X	

This chart depicts three DRS tasks and who does them by making an "X" in the box of each entity that is responsible for each tasks.

4

Managers are responsible for ensuring that on-site operations meet all requirements.

An example of a manager's responsibilities might be making sure the facility has scales that operate properly (if required) and that loads needing to be weighed are being weighed by gatehouse staff.

## DRS Tasks and Who Does Them?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	
2. Train employees	X	X		
3. Weigh loads	X		X	
4. Prepare quarterly summary	X			X
5. Keep records	X	X		X

This chart depicts five DRS tasks and who does them by making an "X" in the boxes of each entity that is responsible for that task.

5

Record keeping and reporting are essential in DRS to maintain accurate information on how much waste is from each city and county.

Record keeping and reporting responsibilities may be the job of a report preparer or management.

## DRS Tasks and Who Does Them?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	
2. Train employees	X	X		
3. Weigh loads	X		X	
4. Prepare quarterly summary	X			X
5. Keep records	X	X		X
6. Handle non-compliance issues	X			

This chart depicts six DRS tasks and who does them by making an "X" in the box of each entity that is responsible for each specific task.

6

Handling non-compliance activities falls under management's responsibilities.

Compliance activities may involve the review of facility records by affected parties or Board staff. In the event there is an allegation of non-compliance concerning the transfer station or materials recovery facility, the facility's management should work to resolve the situation.